

Compensation Analysis, Inc.

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P.O. Box 31014
Cleveland, OH 44131

April 25, 2018

Jean Yousefi
Director, Human Resources
City of Lakewood
12650 Detroit Avenue
Lakewood, OH 44107

RE: Proposal for Risk/Claims Management Committee

Dear Ms. Yousefi:

This letter is a follow-up to our recent communications regarding an additional insurance consulting proposal for the City of Lakewood. This proposal contemplates working with the City and the ongoing administration and participation in the Risk/Claims Management Committee. In addition, this proposal we will continue to participate in the Committee and assist in the ongoing management of the Committee, its agenda and operational issues.

Purpose:

Risk/Claims Management Committee has been established for the following purposes:

1. To increase and maintain the interest of employees in health and safety issues.
2. To convince managers, supervisors and employees through awareness and training activities that they are primarily responsible for the prevention of all insurance losses including workplace accidents.
3. To help make health and safety activities an integral part of the City's operating procedures, culture and programs.
4. To inform and educate employees and supervisors about health and safety issues, new standards, research findings, etc.
5. To help reduce the risk of loss including workplace injuries and illnesses.
6. To help insure compliance with federal and state health and safety standards.

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Functions:

In order to accomplish these objectives, the Committee continues to:

1. Identify, establish and prioritize goals and establish action plans to achieve each goal.
2. Include representation from different levels and areas of the City.
3. Meet at least monthly.
4. Record and disseminate minutes of each meeting, documenting attendance, problems and issues and corrective action proposed and actions taken to address each issue.
5. Develop methods to increase and maintain safety and loss control awareness.
6. Organize special sub-committees to address specific issues and projects.
7. Communicate the purpose, activities and accomplishments of the Committee to all employees.

The Risk/Claims Management Committee also is focused on:

1. Conducting periodic reviews of the City's written Loss Control, Health and Safety Program and Action Plan(s) in order to monitor progress and to make recommendations and revisions as necessary.
2. Periodically conducting health and safety inspections of individual departments to:
 - a. Identify hazards and unsafe acts for correction.
 - b. Assign corrective responsibility.
 - c. Evaluate program effectiveness.
 - d. Report to the Administration on identified problems and progress on improving workplace health and safety.
3. Reviewing and recommending training and educational safety programs for all employees.
4. Reviewing insurance accident reports for trends and problem areas.
5. Involving other employees/departments in various projects and functions to reaffirm everyone's responsibility for health and safety.
6. Ensuring the organization's compliance with all established health and safety guidelines, policies and with applicable standards and regulations.
7. Identifying high-risk exposures/tasks and develop written safe operating procedures.

Other Activities:

In addition, the Risk/Claims Management Committee is used to promote loss control/safety awareness by the use of one or more of the following activities/programs:

1. Audio-visual presentations.

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2. Guest speakers/seminars/training programs.
3. Employee suggestion programs
4. Loss prevention campaigns (backs, slips/falls etc.).

Meetings:

Risk/Claims Management Committee meetings are held regularly on a specific day and time and at least on a monthly basis. The typical Committee meeting will include:

1. Review of unfinished items from the previous meeting(s) and/or activities.
2. Status reports from any sub-committees.
3. Discussion/review of loss control/safety inspection reports and the actions taken to correct observed hazards.
4. Review of accident/incidents sustained since the previous meeting and a discussion of measures to prevent similar accidents and incidents.
5. Review of the status of current action plans or training programs.
6. Review of outstanding recommendations developed by outside loss control consultants and/or internal management of the City that focuses on health and safety compliance inspectors.
7. Discussion about activities related to future action plans and/or training programs.
8. Discussion about new business, future agenda items, projects and meeting dates.

Educational Sessions

We will continue to work with the City on providing appropriate safety and risk educational programs.

Pricing

Our proposal for 2018-29 is to maintain our current retainer of \$13,000/year

Thank you for your consideration.

Very truly yours,



Daniel P. O'Brien
Principal

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April 25, 2018

I agree to accept the above proposal for Insurance and Risk Management Consulting on behalf of the City of Lakewood:

Signature



Title

Mayor

Date

5-23-18

The City elects to pay the services fee in 4 installments.

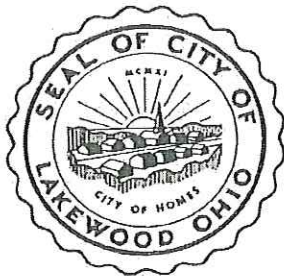
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12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-18-141

May 7, 2018

Board of Control
City of Lakewood, Ohio 44107

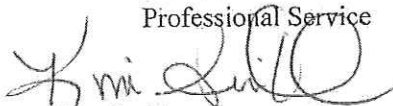
Subject: Renew Contract – Professional Services Contract – Re: Safety Committee



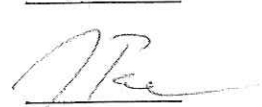
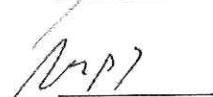
Dear Members of the Committee:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Human Resources, and the attached letter of recommendation, I am submitting for your consideration this request to renew a Professional Service Contract with Compensation Analysis, Inc., through its principal, Dan O'Brien, in an amount not to exceed \$13,000 to act as the chair of the City's Safety Committee. Contract year effective April 1, 2018 through March 31, 2019.

Compensation Analysis, Inc. was chosen to perform these professional services based on their expertise in the insurance industry and acts in a risk management capacity for various municipalities in the greater Cleveland area.

Contracting Authority:	Ordinance 43-17 \$300,000
Contracting Balance:	\$196,350 / \$183,350
Funding:	General Administration Fund
Account Distribution:	101-5099-412-30-02 \$120,000
Account Balance:	\$25,278 / \$12,278
Contract Approved by Law:	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/> / PO <input type="checkbox"/> / c/c <input type="checkbox"/>
Account Description	Professional Service / Other
Commodity Code:	915-073
Bid Reference:	Professional Service


Kim Smith
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works		_____	5-7-18
Kevin M. Butler, Director of Law		_____	5/7/18
Jennifer Pae, Director of Finance		_____	5/7/18
Michael P. Summers, Mayor		_____	5-7-18

